



Embassy of the United States of America

Guatemala City, Guatemala

February 24, 2011

**VACANCY ANNOUNCEMENT
11-007**

OPEN TO: Foreign Service National (FSN) Employees

POSITION: Human Resources/Administrative Assistant FSN-07

OPENING DATE: February 28, 2011

CLOSING DATE: March 14, 2011

WORK HOURS: Full time; 40 hours/week

SALARY: Position grade FSN-07

The U.S. Agency for International Development (USAID) is seeking an individual for the position of **Human Resources/Administrative Assistant** in the Executive Office.

BASIC FUNCTION OF THE POSITION:

This position serves as Human Resources (HR)/Administrative Assistant and provides secretarial/administrative support to the Executive Office (including Information Technology, General Services Office, Motor pool, Customs, Shipping, Procurement or Travel units, as needed). Under the direct supervision of the Human Resources Specialist, the incumbent of this position is responsible for recruitment and other personnel actions, developing and maintenance of various staffing patterns and organizational charts, and provides administrative support in accomplishing the objectives of the section.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item in order to be considering for the position.

1. Completion of secondary school and a Certificate or Diploma in the area of Secretarial Studies and Human Resources are required.
2. A minimum of three years of related administrative experience is required. A minimum of one year experience in human resources is required.

3. Level IV (Fluent) English and Spanish (written and spoken) are required (**Note:** Candidate's oral and written English skills will be evaluated as part of the selection process.)
4. Basic understanding of secretarial and office management procedures is required. Knowledge of host-country local labor laws as well as prevailing customs and practices as they apply to compensation, employment benefits and retirement is required. A strong practical and theoretical understanding of professional HR principles, practices and terminologies is also required.
5. Strong administrative/secretarial skills are required. Proficiency in word processing, spreadsheets and databases is required. High level of accuracy, attention to detail, excellent analytical, writing and verbal communication skills are critical. Exceptional interpersonal skills are required – must be tactful, personable and be able to maintain effective working relationships with all categories of Mission employees.
6. Ability to prioritize and work under pressure to complete multiple tasks within a short timeframe is a must. Must have extreme discretion in handling personnel matters and be able to inspire confidence and maintain confidentiality.

TO APPLY:

Applicants interested in this position must fill an application form which can be accessed at: <http://www.usaid.gov/gt/employment.htm>. After completing the form, please send the application form, curriculum vitae and salary history via email to Guatemalavacancies@usaid.gov. In addition to the application and curriculum vitae, the candidate must submit a cover letter in English summarizing his/her work experience and qualifications for the position. **Applications without all of the documents described above will not be considered.**

CLOSING DATE FOR THIS POSITION: March 14, 2011

The US Mission in Guatemala provides equal opportunity and fair and equitable treatment in employment without regard to race, color, religion, gender, national origin, age disability, political affiliation, marital status, or sexual orientation.